



## **City of Nevada City & Parents' Resource Guide Summer Camp & Activities Fair 2019 Vendor Guidelines**



**The following guidelines are for Vendors at the 2019 Summer Camp & Activities Fair. The Fair will take place at the Nevada City Veteran's Building on May 4, 2019. 10am-2pm.**

### **Set-up & Clean-up times:**

- Vendors can arrive and begin setting up at 8:30am. All vendors should have cars moved from parking lot by 9:45am.
- Vendors are encouraged to park further away from the Veteran's Building (or even be dropped off) to allow parking spaces for parents who will be attending the event. Suggested parking locations: Courthouse parking lot, and surrounding streets.
- Vendors are expected to be on site for the duration of the event.
- Vendors will have one hour to clean up and remove all belongings from the facility after the event.

### **During the Event:**

- There must be at least one employee/volunteer on site for each vendor who is at least 18 years of age.
- No alcohol will be allowed in the facility during the event, including set up and clean up.
- NO SMOKING is allowed inside the Veteran's Building.
- Use only painter's tape when decorating or hanging information around your booth. No tacks, nails, packaging tape, or staples are allowed.
- No pets are allowed in the building at anytime. (Service animals are the exception.)
- Items lost or left behind are not the responsibility of the City of Nevada City or Parents' Resource Guide.
- Vendors must provide their own supplies (ie: presentation, table covers, decorations, etc.) One table and 2 chairs will be provided to each vendor.
- Freebies (promotional items, healthy treats, etc) are encouraged at each booth.
- Activities for school-age children are encouraged; however, activities should be simple and may not include the use of paint, glue, glitter or similar messy items.
- The City & Parents' Resource Guide will be selling raffle tickets the day of the event. The profits of the raffle will be used towards improvements at Pioneer Park. If your camp/organization would like to provide an item for the raffle, please mark that on your registration form.
- Vendors will be responsible for their own lunch. There will be food for sale during the event.

### **Deadlines/Payments**

- March 13<sup>th</sup> to be included on marketing materials.
- April 19<sup>th</sup> to be included in brochure passed out day of event.
- Checks for registration fees are to be made out to: City of Nevada City.
- Registration fees are due April 19<sup>th</sup>. If late registrations are accepted, special needs requests may not be honored.
- Booth spaces reserved on a first-come, first-served basis. (Reserve your space early!)
- There are NO refunds on registration fees unless the event is cancelled by the City and Parents' Resource Guide.
- Registrations received after April 19<sup>th</sup> will be charged a \$10 late fee.

### **Forms can be completed online or mailed or faxed to:**

City Hall, Attn: Parks & Recreation, 317 Broad Street, Nevada City, CA 95959  
FAX 265-0187 Contact phone #: 265-2496 x129  
Contact email: dawn.zydonis@nevadacity.ca.gov

### **Veteran's Building Address (Do NOT mail anything to this address.):**

415 N. Pine St., Nevada City, CA 95959 (Map on back)



**Veteran's Building**

415 N. Pine St., Nevada City, CA 95959

